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Library Trustees Minutes 11-13-2001

Robbins Library Board of Trustees
November 13, 2001

Call to order

The meeting was called to order at 7:37 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

There was a correction to the minutes of the October 10, 2001 meeting. In the second last line of the CIPA paragraph, the word "be" should be "to". The corrected minutes were approved on a motion by Ms. Deal; seconded by Mr. Murphy. Passed unanimously.

Communications

A memo was received from Osee Mallio and Judi Paradis regarding an upcoming author program at the Ottoson Middle School. Trustees are invited to attend.

FY2003 Budget

Ms. Loud distributed a request worksheet and a budget narrative statement. At Ms. Ruderman's suggestion, the "accomplishments" list was re-ordered to group together similar items. Also, new initiatives were added to correspond to the request for a Technology Assistant position, at the suggestion of Ms. Deal. There was a consensus of the board that the revised budget statement should be submitted to the Town Manager's office.

Author program

The program with Ellen Goodman and Patricia O'Brien was very successful, with over two hundred attendees and all books sold. For the next program the trustees are interested in inviting Ruth Foster, Boston Globe gardening columnist. Ms. Lawrence will arrange the speaker and check her references. A suggestion was made to have Jim Marzilli introduce her, since he is involved in urban gardens projects. Ms. Loud suggested that, at a later date, the trustees could host a local authors program, which could showcase 6-8 authors speaking on a variety of topics.

Publicity for library Web page

Discussion took place about ways to publicize the library's new web site, which will be publicly available soon. Some suggestions were for high-quality bookmarks, an article on the town Web site, flyers to mailings lists for Friends and program attendees, and a post-card announcement in a bright color. A reminder was given to link to the page from the town's Web site. A suggestion was made to include the Web site address on the return address of library notices, if this is possible.

Fundraising letter

Ms. Ruderman submitted two versions of a fundraising appeal letter and the trustees chose one. Ms. Loud will edit it to fit on one page. Library administrative office staff will prepare the mailing. Trustees will sign and the solicitation will be in the mail by December 1st.

Space planning

The lobby area currently has placeholders where the proposed vertical display units would be located. At the December meeting, the architects will do a presentation to the trustees regarding the lobby, reading room and Adult Services workroom areas.

Attendance at singalongs

The Tuesday morning singalong program has become so popular that the capacity of the meeting room is being exceeded. Solutions were discussed, including restricting the program to Arlington residents, alternating sessions every other week, doubling the sessions, which would cost additional money, or finding an alternative location. The Rogers-Pierce Children's Center, the Boys' Club, the Town Hall and the Unitarian Church were suggested as possibilities. No action was taken.

Parking

Always a problem, this issue has been raised again recently. Ms. Loud stated that in the past she has carefully monitored the parking and there is little abuse. Several alternatives were discussed. The trustees thought that a larger sign for "library parking" could be an immediate remedy. Long-term solutions are elusive.

Community Room regulations

Ms. Loud suggested firming up procedures and policies for meeting room usage. Once per year, each group using the room(s) will have to re-register, list a contact person who will be responsible for the group/room and will be given another copy of the rules of usage.

Outline of annual report

An outline was proposed and accepted.

Robbins Print Collection

Jim Berquist visited and agreed to do the updated appraisal during the month of December, which is a slow time for him. Nancy Gentile will continue to seek out an accessionist.

Director's report

Ellen Porretta has been hired as the new bookkeeper and has begun work. She was selected from a large group of candidates. The web instruction classes given by the reference department have been lengthened by fifteen minutes to include the periodical and reference databases. The Spanish fiesta program was highly successful with twelve hundred people in attendance. Patrons can now reserve feature film videos.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Deal; seconded by Ms. Lawrence. The next meeting will take place on Tuesday, December 11th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture